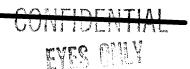
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ORD-2997-73 28 JUN 1973

MEMORANDUM FOR: Director of Research and Development

THROUGH Special Panel, ORD

25X1A9a

SUBJECT

Recommendation for Promotion -25X1A9a

- GS-05 to GS-06

25X1A9a

joined the Agency in July 1968 as a GS-04 clerk-typist in ORD. Prior to her EOD and after her graduation from high school she attended George Mason College to study liberal arts from 1963 to 1964 and the University of Virginia in Charlottesville where she studied English from 1966 to 1967. 25X1A9a In 1968, took shorthand training in the adult education program at Washington and Lee High School in Arlington. She has not applied this shorthand training in her Agency assignments or passed the Agency test; however, I do not consider this deficiency a serious drawback in her present assignment.

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2. Within the Agency, worked in ORD's Special Projects Group beginning in June 1969 where she was promoted to GS-05 that same year. In March 1972 she went to the Physics/ Chemistry Division and then, as a result of the reorganization of ORD, to the Data Sensing and Processing Division later the 25X1A9 same year. Since January 1973 has been assigned to DS&P's Sensors Branch. In this assignment she has undertaken the responsibilites associated with setting up and maintaining a set of offices separate from the remainder of the Division. The work load has been heavy but is conscientious and 25X1A9a productive. Under very taxing conditions, has main tained her very positive professional attitude and her cheerful has maindemeanor that makes her so popular with her co-workers. Her quickness to learn, experience with Agency procedures and willingness to accept a heavy work load make her a valuable member of the ORD secretarial staff.

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SUBJECT: Recommendation for Promotion -

GS-05 to GS-06

25X1A9a

performance is proficient at the GS-06 Accordingly, it is recommended that be promoted from a GS-05 to GS-06. 3. level. 25X1A9a

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Chief, Data Sensing and Processing Office of Research and Development